

Governance Committee Meeting

~Agenda~

ST. LAWRENCE COUNTY IDA

IDA Office, Main Conference Room

June 25, 2020

1. Call to Order
2. Governance Documents
 - i. Resolution: Review of: Compensation, Reimbursement and Attendance Policy..... 1
 - ii. Resolution: Review of: Whistleblower Policy & Procedures.....2-4
 - iii. Resolution: Review of: Code of Ethics5-6
 - iv. Resolution: Review of: Defense and Indemnification Policy.....7
 - v. Resolution: Review of: Disposition of Real Property Guidelines 8-13
3. Current Policies
 - Financial Disclosure 14-16
4. New Policies
5. General Discussion
 - Mission and Performance Review 17-26
6. Executive Session
 - Board Self-Evaluations
7. Adjournment

ST. LAWRENCE COUNTY INDUSTRIAL DEVELOPMENT AGENCY
Res. No. IDA-20-06-xx

Governance Committee Review: June 25, 2020
June 29, 2020

WHEREAS, the St. Lawrence County Industrial Development Agency has caused to be conducted a review of its Compensation, Reimbursement and Attendance Policy, and

THEREFORE, BE IT RESOLVED, that the St. Lawrence County Industrial Development authorizes the following policy:

Compensation, Reimbursement and Attendance

Pursuant to and in accordance with Sections 856 and [GML enabling act] of the General Municipal Law of the State of New York, the members of the board of the St. Lawrence County Industrial Development Agency (the “Authority”) shall serve without salary at the discretion of the St. Lawrence County Board of Legislators but may be reimbursed for reasonable expenses incurred in the performance of Authority duties at the approval of the Board.

The officers, employees and agents of the Authority shall serve at the discretion of the Authority Board at such compensation levels as may be approved by the Board from time to time and may be reimbursed for reasonable expenses incurred in the performance of Authority duties at the approval of the Board.

The members of the Board and officers of the Authority shall be available as required to perform the operations of the Authority and as set forth within the By-Laws of the Authority, as may be amended, restated or revised by the Board from time to time. Said members and officers of the Authority shall put forth their best efforts to perform their respective duties as outlined in the By-Laws of the Authority and any other directives of the Board relating to same.

Any and all previously-approved Compensation, Reimbursement and Attendance policies of the Authority are hereby rescinded.

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Blevins				
Hall				
LaBaff				
McMahon				
Morrill				
Reagen				
Staples				

I HEREBY CERTIFY that I have compared this copy of this Resolution with the original record in this office, and that the same is a correct transcript thereof and of the whole of said original record.

/s/

Lori Sibley
June 29, 2020

ST. LAWRENCE COUNTY INDUSTRIAL DEVELOPMENT AGENCY
Res. No. IDA-20-06-xx
Governance Committee Review: June 25, 2020
June 29, 2020

WHEREAS, the St. Lawrence County Industrial Development Agency has caused to be conducted a review of its Whistleblower Policy and Procedures, and

THEREFORE, BE IT RESOLVED, that the St. Lawrence County Industrial Development authorizes the following policy:

Whistleblower Policy and Procedures
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Every member of the board (the “Board”) of the St. Lawrence County Industrial Development Agency (the “Authority”) and all officers and employees thereof, in the performance of their duties shall conduct themselves with honesty and integrity and observe the highest standards of business and personal ethics as set forth in the Code of Ethics of the Authority (the “Code”).

Purpose:

It is the policy of the Authority to afford certain protections to individuals who, in good faith, report violations of the Authority’s Code of Ethics or other instances of potential wrongdoing within the Authority. The Whistleblower Policy and Procedures set forth below are intended to encourage and enable employees to raise concerns in good faith within the Authority and without fear of retaliation or adverse employment action.

Definitions:

“Good Faith” – Information concerning potential wrongdoing is disclosed in “good faith” when the individual making the disclosure reasonably believes such information to be true and reasonably believes that it constitutes potential wrongdoing.

“Authority Employee” – All board members, officers and staff employed at the Authority, whether full-time, part-time, employed pursuant to contract, employees on probation, and temporary employees.

“Whistleblower” – Any Authority Employee (as defined herein) who, in good faith, discloses information regarding wrongdoing by another Authority employee, or concerning the business of the Authority itself.

“Wrongdoing” – Any alleged corruption, fraud, criminal or unethical activity, misconduct, waste, conflict of interest, intentional reporting of false or misleading information, or abuse of authority engaged in by an Authority Employee (as defined herein) that relates to the Authority.

“Personnel Action” – Any action affecting compensation, appointment, promotion, transfer, assignment, reassignment, reinstatement or evaluation of performance.

Section I: Reporting Wrongdoing

All Authority employees who discover or have knowledge of potential wrongdoing concerning board members, officers, or employees of the Authority; or a person having business dealings with the

Authority; or concerning the Authority itself, shall report such activity in accordance with the following procedures:

- a) The Authority employee shall disclose any information concerning wrongdoing either orally or in writing to the Chief Executive Officer or Counsel of the Authority.
- b) All Authority employees who discover or have knowledge of wrongdoing shall report such wrongdoing in a prompt and timely manner.
- c) The identity of the Whistleblower and the substance of his or her allegations will be kept confidential to the best extent possible.
- d) The individual to whom the potential wrongdoing is reported shall investigate and handle the claim in a timely and reasonable manner, which may include referring such information to the Authorities Budget Office or an appropriate law enforcement agency, where applicable.
- e) Should an Authority employee believe in good faith that disclosing information within the Authority pursuant to Section 1(a) above would likely subject him or her to adverse personnel action or be wholly ineffective, the Authority employee may instead disclose the information to the Authorities Budget Office or an appropriate law enforcement agency, if applicable. The Authorities Budget Office's toll-free number (1-800-560-1770) should be used in such circumstances.

Section II: No Retaliation or Interference

No Authority employee shall retaliate against any Whistleblower for the disclosure of potential wrongdoing, whether through threat, coercion, or abuse of authority; and no Authority employee shall interfere with the right of any other Authority employee by any improper means aimed at deterring disclosure of potential wrongdoing. Any attempts at retaliation or interference are strictly prohibited, and

- a) No Authority employee who, in good faith, discloses potential violations of the Authority's Code of Ethics or other instances of potential wrongdoing, shall suffer harassment, retaliation or adverse personnel action.
- b) All allegations of retaliation against a Whistleblower or interference with an individual seeking to disclose potential wrongdoing will be thoroughly investigated by the Authority.
- c) Any Authority employee who retaliates against or had attempted to interfere with any individual for having in good faith disclosed potential violations of the Authority's Code of Ethics or other instances of potential wrongdoing is subject to discipline, which may include termination of employment.
- d) Any allegation of retaliation or interference will be taken and treated seriously and irrespective of the outcome of the initial complaint, will be treated as a separate matter.

Section III: Other Legal Rights Not Impaired

The Whistleblower Policy and Procedures set forth herein are not intended to limit, diminish or impair any other rights or remedies that an individual may have under the law with respect to disclosing potential wrongdoing free from retaliation or adverse personnel action.

- a) Specifically, these Whistleblower Policy and Procedures are not intended to limit any rights or remedies that an individual may have under the laws of the State of New York, including but not limited to the following provisions: Civil Service Law § 75-b, Labor Law § 740, State

Finance Law § 191 (commonly known as the “False Claims Act”) and Executive Law § 55(1).

- b) With respect to any rights or remedies that an individual may have pursuant to Civil Service Law § 75-B or Labor Law § 740, any employee who wishes to preserve such rights shall prior to disclosing information to a government body, have made a good faith effort to provide the appointing authority or his or her designee the information to be disclosed and shall provide the appointing authority or designee a reasonable time to take appropriate action unless there is imminent and serious danger to public health or safety. (Ref: Civil Service Law § 75-b[2][b]; Labor Law § 740[3])

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/s/

Lori Sibley
June 29, 2020

ST. LAWRENCE COUNTY INDUSTRIAL DEVELOPMENT AGENCY

Res. No. IDA-20-06-xx

Governance Committee Review: June 25, 2020

June 29, 2020

WHEREAS, the members of the Board and employees of the St. Lawrence County Industrial Development Agency (the “Authority”) are bound by the provisions of, among others, Public Authorities Law and Public Officers Law, and

WHEREAS, the Authority has caused to be conducted a review of its Code of Ethics, and

WHEREAS, after review, the Code has been updated, and

THEREFORE, BE IT RESOLVED, that the St. Lawrence County Industrial Development authorizes the following policy:

Code of Ethics

This Code of Ethics shall apply to all directors, officers and employees of the [St. Lawrence County Industrial Development Agency (hereinafter the “Authority”)]. These policies shall serve as a guide for official conduct and are intended to enhance the ethical and professional performance of the Authority directors, officers and employees, and to preserve public confidence in the Authority’s mission.

1. No director, officer, or employee of the Authority shall accept other employment which will impair his or her independence of judgment in the exercise of his/her official duties.
2. No director, officer, or employee of the Authority shall accept employment or engage in any business or professional activity which will require him/her to disclose confidential information which he/she has gained by reason of his/her official position of authority.
3. No director, officer, or employee of the Authority shall disclose confidential information acquired by him/her in the course of his/her official duties nor use such information to further his/her personal interests.
4. No director, officer, or employee of the Authority shall use or attempt to use his/her official position to secure unwarranted privileges or exemptions for himself/herself or others.
5. No director, officer, or employee of the Authority shall engage in any transaction as a representative or agent of Authority with any business entity in which he/she has a direct or indirect financial interest that might reasonably tend to conflict with proper discharge of his/her official duties.
6. A director, officer, or employee of the Authority shall not by his/her conduct give reasonable basis for the impression that any person can improperly influence him/her or unduly enjoy his/her favor in the performance of his/her official duties, or that he/she is affected by the kinship, rank, position or influence of any party or person.
7. Directors and employees shall not accept or receive any gift or gratuities where the circumstances would permit the inference that: (a) the gift is intended to influence the individual in the performance of official business or (b) the gift constitutes a tip, reward, or sign of appreciation for any official act by the individual. This prohibition extends to any

form of financial payments, services, loans, travel reimbursement, entertainment, hospitality, thing or promise from any entity doing business with or before the Authority.

8. A director, officer, or employee of the Authority should abstain from making personal investments in enterprises which he/she has reason to believe may be directly involved in decisions to be made by him/her or which will otherwise create substantial conflict between his/her duty in the public interest and his/her private interest.
9. A director, officer, or employee of the Authority shall endeavor to pursue a course of conduct which will not raise suspicion among the public that he/she is likely to be engaged in acts that are in violation of his/her trust.
10. Directors and employees shall not use Authority property, including equipment, telephones, vehicles, computers or other resources, or disclose information acquired in the course of their official duties in a manner inconsistent with State or local law or policy and the Authority's mission and goals.
11. Directors and employees are prohibited from appearing or practicing before the Authority for two (2) years following employment with the Authority, consistent with the provisions of Public Officers Law.

Any and all previously-approved Code of Ethics of the St. Lawrence County Industrial Development Agency are hereby rescinded.

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/s/

Lori Sibley
June 29, 2020

ST. LAWRENCE COUNTY INDUSTRIAL DEVELOPMENT AGENCY

Res. No. IDA-20-06-xx

Governance Committee Review: June 25, 2020

June 29, 2020

WHEREAS, the St. Lawrence County Industrial Development Agency has caused to be conducted a review of its Defense and Indemnification Policy, and

THEREFORE, BE IT RESOLVED, that the St. Lawrence County Industrial Development Agency authorizes the following policy:

Defense and Indemnification

The St. Lawrence County Industrial Development Agency (the “Authority”) shall indemnify all members of the Board of the Authority and each officer and employee thereof, in the performance and scope of their duties, and to the extent authorized by the Board, each other person authorized to act for the Authority or on its behalf, to the full extent to which indemnification is permitted under the General Municipal Law of the state of New York.

Any and all previously-approved Defense and Indemnification policies of the Authority are hereby rescinded.

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Lori Sibley
June 29, 2020

ST. LAWRENCE COUNTY INDUSTRIAL DEVELOPMENT AGENCY
 Resolution No. IDA-20-06-xx
 June 29, 2020

2020 REVIEW OF DISPOSITION OF REAL PROPERTY GUIDELINES
 And
2019 REPORT OF PROPERTY

WHEREAS, Section 2896 of the Public Authority Law addresses the duties of public authorities with respect to (i) the adoption of guidelines for and (ii) the disposition of property, and

WHEREAS, under this section, “Guidelines approved by the public authority shall be annually reviewed and approved by the governing body of the public authority,”

WHEREAS, [St. Lawrence County Industrial Development Agency] staff recommend designating the [SLCIDA]’s Chief Executive Officer as the “Contracting Officer,”

NOW, THEREFORE, BE IT RESOLVED the [St. Lawrence County Industrial Development Agency], having reviewed said guidelines does hereby approve its “Guidelines for Disposition of Real Property” and

BE IT FURTHER RESOLVED that said guidelines, along with the required report (per Section 2896 (3) (a) of the Public Authorities Law) shall be forwarded to:

- The Comptroller of the State of New York
- Director of the Budget of the State of New York
- Commissioner of the New York State Office of General Services
- New York State Legislature (via distribution to the Majority Leader of the Senate and the Speaker of the Assembly)
- Authority Budget Office (Electronically through PARIS)

BE IT FURTHER RESOLVED that (also pursuant to Section 2896 (1) (b) of the PAL) this document shall be published electronically where it shall remain until the guidelines for the following year are reviewed and posted.

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/s/ _____

Lori Sibley
 June 29, 2020

DISPOSITION OF PROPERTY GUIDELINES

RESOLUTION NO. IDA-20-06-XX (JUNE 29, 2020)

PURSUANT TO SECTION 2896 OF THE PUBLIC AUTHORITIES LAW

SECTION 1. DEFINITIONS

A. “Contracting officer” shall mean the officer or employee of the St. Lawrence County Industrial Development Agency (hereinafter, the “Local Authority”) who shall be appointed by resolution to be responsible for the disposition of property.

B. “Dispose” or “disposal” shall mean transfer of title or any other beneficial interest in personal or real property in accordance with section 2897 of the Public Authorities Law.

C. “Property” shall mean personal property in excess of five thousand dollars (\$5,000) in value, and real property, and any inchoate or other interest in such property, to the extent that such interest may be conveyed to another person for any purpose, excluding an interest securing a loan or other financial obligation of another party.

SECTION 2. DUTIES

A. The Local Authority shall:

- (i) maintain adequate inventory controls and accountability systems for all property owned by the Local Authority and under its control;
- (ii) periodically inventory such property to determine which property shall be disposed of;
- (iii) produce a written report of such property in accordance with subsection B herewith; and
- (iv) transfer or dispose of such property as promptly and practicably as possible in accordance with Section 2 below.

B. The Local Authority shall

- (i) publish, not less frequently than annually, a report listing all real property owned in fee by the Local Authority. Such report shall consist of a list and full description of all real and personal property disposed of during such period. The report shall contain the price received by the Local Authority and the name of the purchaser for all such property sold by the Local Authority during such period; and
- (ii) shall deliver copies of such report to the Comptroller of the State of New York, the Director of the Budget of State of New York, the Commissioner of the New York State Office of General Services, and the New York State Legislature (via distribution to the majority leader of the senate and the speaker of the assembly) and the Authorities Budget Office.

SECTION 2. TRANSFER OR DISPOSITION OF PROPERTY

A. Supervision and Direction. Except as otherwise provided herein, the duly appointed contracting officer (the "Contracting Officer") shall have supervision and direction over the disposition and sale of property of the Local Authority. The Local Authority shall have the right to dispose of its property for any valid corporate purpose.

B. Custody and Control. The custody and control of Local Authority property, pending its disposition, and the disposal of such property, shall be performed by the Local Authority or by the Commissioner of General Services when so authorized under this section.

C. Method of Disposition. Unless otherwise permitted, the Local Authority shall dispose of property for not less than its fair market value by sale, exchange, or transfer, for cash, credit, or other property, with or without warranty, and upon such other terms and conditions as the Local Authority and/or contracting officer deems proper. The Local Authority may execute such documents for the transfer of title or other interest in property and take such other action as it deems necessary or proper to dispose of such property under the provisions of this section. Provided, however, except in compliance with all applicable law, no disposition of real property, any interest in real property, or any other property which because of its unique nature is not subject to fair market pricing shall be made unless an appraisal of the value of such property has been made by an independent appraiser and included in the record of the transaction and, provided further, that no disposition of any other property, which because of its unique nature or the unique circumstances of the proposed transaction is not readily valued by reference to an active market for similar property, shall be made without a similar appraisal.

D. Sales by the Commissioner of General Services (the "Commissioner"). When the Local Authority shall have deemed that transfer of property by the Commissioner will be advantageous to the State of New York, the Local Authority may enter into an agreement with the Commissioner of pursuant to which Commissioner may dispose of property of the Local Authority under terms and conditions agreed to by the Local Authority and the Commissioner. In disposing of any such property, the Commissioner shall be bound by the terms hereof and references to the contracting officer shall be deemed to refer to such Commissioner.

E. Validity of Deed, Bill of Sale, Lease, or Other Instrument. A deed, bill of sale, lease, or other instrument executed by or on behalf of the Local Authority, purporting to transfer title or any other interest in property of the Local Authority in accordance herewith shall be conclusive evidence of compliance with the provisions of these guidelines and all applicable law insofar as concerns title or other interest of any bona fide grantee or transferee who has given valuable consideration for such title or other interest and has not received actual or constructive notice of lack of such compliance prior to the closing.

F. Bids for Disposal; Advertising; Procedure; Disposal by Negotiation; Explanatory Statement.

- (i) Except as permitted by all applicable law, all disposals or contracts for disposal of property made or authorized by the Local Authority Contracting Officer shall be made after publicly advertising for bids except as provided in subsection (iii) of this Section F.
- (ii) Whenever public advertising for bids is required under subsection (i) of this Section F:
 - (A) the advertisement for bids shall be made at such time prior to the disposal or contract, through such methods, and on such terms and conditions as shall permit full and free competition consistent with the value and nature of the property proposed for disposition;
 - (B) all bids shall be publicly disclosed at the time and place stated in the advertisement; and
 - (C) the award shall be made with reasonable promptness by notice to the responsible bidder whose bid, conforming to the invitation for bids, will be most advantageous to the Local Authority, price and other factors considered; provided, that all bids may be rejected at the Local Authority's discretion.
- (iii) Disposals and contracts for disposal of property may be negotiated or made by public auction without regard to subsections (i) and (ii) of this Section F but subject to obtaining such competition as is feasible under the circumstances, if:

- (A) the personal property involved has qualities separate from the utilitarian purpose of such property, such as artistic quality, antiquity, historical significant, rarity, or other quality of similar effect, that would tend to increase its value, or if the personal property is to be sold in such quantity that, if it were disposed of under subsections (i) and (ii) of this Section F, would adversely affect the state or local market for such property, and the estimated fair market value of such property and other satisfactory terms of disposal can be obtained by negotiation;
 - (B) the fair market value of the property does not exceed fifteen thousand dollars;
 - (C) bid prices after advertising therefore are not reasonable, either as to all or some part of the property, or have not been independently arrived at in open competition;
 - (D) the disposal will be to the state or any political subdivision or public benefit corporation, and the estimated fair market value of the property and other satisfactory terms of disposal are obtained by negotiation; or
 - (E) under those circumstances permitted by subdivision seven of this section; or
 - (F) such action is otherwise authorized by law.
- (iv) (A) An explanatory statement shall be prepared of the circumstances of each disposal by negotiation of:
- (1) any personal property which has an estimated fair market value in excess of fifteen thousand dollars;
 - (2) any real property that has an estimated fair market value in excess of one hundred thousand dollars, except that any real property disposed of by lease or exchange shall only be subject to clauses (3) and (4) of this subparagraph;
 - (3) any real property disposed of by lease if the estimated annual rent over the term of the lease is in excess of fifteen thousand dollars;
 - (4) any real property or real and related personal property disposed of by exchange, regardless of value, or any property any part of the consideration for which is real property.
- (B) Each such statement shall be transmitted to the persons entitled to receive copies of the report required under all applicable law not less than ninety (90) days in advance of such disposal, and a copy thereof shall be preserved in the files of the Local Authority making such disposal.

G. Disposal of Property for Less Than Fair Market Value

- (i) No asset owned, leased or otherwise in the control of the Local Authority may be sold, leased, or otherwise alienated for less than its fair market value except if:
 - (A) the transferee is a government or other public entity, and the terms and conditions of the transfer require that the ownership and use of the asset will remain with the government or any other public entity;
 - (B) the purpose of the transfer is within the purpose, mission or governing statue of the Local Authority; or
 - (C) in the event the Local Authority seeks to transfer an asset for less than its fair market value to other than a governmental entity, which disposal would not be consistent with the Local Authority's mission, purpose or governing statues, the Local Authority shall provide written notification thereof to the Governor, the Speaker of the Assembly, and the Temporary President of the Senate, and such proposed transfer shall be subject to denial by the Governor, the Senate, or the Assembly. Denial by the Governor shall take the form of a signed certification by the Governor. Denial by either House of the Legislature shall take the form of a resolution by such House. The Governor and each House of the legislature shall take any such action within sixty days of receiving notification of such proposed transfer during the months of January through June, provided that if the Legislature receives notification of a proposed transfer during the months of July through December, the legislature may

take such action within sixty days of January first of the following year. If no such resolution or certification is performed within sixty days of such notification of the proposed transfer to the Governor, Senate, and Assembly, the Local Authority may effectuate such transfer. Provided, however, that with respect to a below market transfer by the Local Authority that is not within the purpose, mission or governing statute of the Local Authority, if the governing statute provides for the approval of such transfer by the executive and legislative branches of the political subdivision in which the Local Authority resides, and the transfer is of property obtained by the Local Authority from that political subdivision, then such approval shall be sufficient to permit the transfer.

- (ii) In the event a below fair market value asset transfer is proposed, the following information must be provided to the Local Authority Board and to the public:
 - (A) a full description of the asset;
 - (B) an appraisal of the fair market value of the asset and any other information establishing the fair market value sought by the Board;
 - (C) a description of the purpose of the transfer, and a reasonable statement of the kind and amount of the benefit to the public resulting from the transfer, including but not limited to the kind, number, location, wages or salaries of jobs created or preserved as required by the transfer, the benefits, if any, to the communities in which the asset is situated as are required by the transfer;
 - (D) a statement of the value to be received compared to the fair market value;
 - (E) the names of any private parties participating in the transfer, and if different than the statement required by subparagraph (D) of this paragraph, a statement of the value to the private party; and
 - (F) the names of other private parties who have made an offer for such asset, the value offered, and the purpose for which the asset was sought to be used.
- (iii) Before approving the disposal of any property for less than fair market value, the Local Authority Board shall consider the information described in paragraph (ii) of this subdivision and make a written determination that there is no reasonable alternative to the proposed below-market transfer that would achieve the same purpose of such transfer.

The Guidelines are subject to modification and amendment at the discretion of the Local Authority board and shall be filed annually with all local and state agencies as required under all applicable law.

The designated Contracting Officer for the Local Authority is its Chief Executive Officer.

Inventory of IDA Real Estate -2019 Report

SWIS	Tax Map Number	Street	Town	Property Identification	Property ID (Internal)	Occupant(s)	Lot Size	Building Size	Value in our Books	Status	Assessment
404001	173.034-2-2	Factory St	Gouverneur	Gouverneur Ind. Park land		Vacant Land	26.3	N/A	\$74,140	N/A	\$123,000
402201	88.0491-2.12	19 Commerce Ln	Canton	Canton Ind. Building	1CIB	SLCIDA (Owner)	22.5	15,400	\$2,168,213	Lease	\$1,300,000
405801	016.027-4-08	24 Trade Road	Massena	Lot 12 – Massena Ind. Park	MIB-L12	Vacant Land	2.3	N/A	\$40,963	N/A	\$30,700
402600	214.000-4-26	CR60	Clifton	Newton Falls Rail	MANRR	Rail	43.3	N/A	\$00	N/A	\$350,000
403600	213.000-6-46	N/A	Fine	Newton Falls Rail	MANRR	Rail	85.1	N/A	\$00	N/A	\$3,036,000
407200	222.001-1-9	Jayville Rd	Pitcairn	Newton Falls Rail	MANRR	Rail	82.5	N/A	\$00	N/A	\$1,000,000

Disposition in 2019:											
SWIS	Tax Map #		Town	Property Identification	Property ID (Internal)	Occupant	Lot Size	Building Size	Appraisal	Fair Market Value	Sale/Lease Price
407403	64.060-2-35-112	6 Pioneer Dr	Potsdam	Potsdam Commerce Park	PCP	From The Heart Cabinetry	2.3	12,000	\$410,000	\$650,000	\$650,000

**ANNUAL STATEMENT OF FINANCIAL DISCLOSURE
County of St. Lawrence: For Year 2019**

Pursuant to St. Lawrence County Ethics Law and Section 2825 of the Public Authorities Law, Board members, Officers and Employees are required to file this statement each year for the preceding calendar year. Please answer all questions completely. Indicate not applicable (N/A) where appropriate. Attach additional pages, if necessary. The filing of this statement does not preclude you of your responsibility to comply with the reporting requirements of other entities. The Statement must be filed with the St. Lawrence County Board of Ethics by **March 31**.

Last Name	First Name	Initial
Title or Capacity in Which Statement is Required	Department or Agency in Which this Function Reports	
Work Address	Telephone Number	

If the answer to any of the following questions is "None", please so indicate.

1. Provide the name(s) of your spouse or domestic partner and all children.

Spouse/Domestic Partner	Child

Child	Child

Child	Child

2. Real Estate Ownership. List the address of each piece of property that you, your spouse, domestic partner, or dependent child own or have a financial interest in. List only real estate that is in the County of St. Lawrence or within one mile of the boundary of the County of St. Lawrence.

Address of Real Estate	Type of Interest	Owner and Financial Interest
<i>e.g. 2 Main Street, Teatown</i>	<i>Residence</i>	<i>Self 100%</i>

3. Outside Employment or Business. List the name of any outside "non-county" employment or business from which you receive compensation for services rendered or goods sold or produced or of which you are a member of a board of directors, officer or employee. Also include any entity in which you have an ownership interest, except a corporation of which you own less than five percent of the outstanding stock. Identify the type of business, such as a partnership, corporation, self-employment, or a sole proprietorship and list your relationship to the employer or business.

Name of Non-County Employer/Business	Nature of Business	Type of Business	Relationship to Business
<i>e.g. Tech IM Computer</i>	<i>Computer</i>	<i>Corporation</i>	<i>President/Shareholder</i>
<i>e.g. Monument</i>	<i>Realty</i>	<i>Real Estate</i>	<i>Partnership/Employee</i>

**ANNUAL STATEMENT OF FINANCIAL DISCLOSURE
County of St. Lawrence: For Year 2019**

4. Other Income: If you derived any income from a business which is or has been doing business with St. Lawrence County or the Authority, identify the source and nature of such income in excess of \$1,000, including deferred income, employer contributions to a pension or retirement fund, profit sharing plan, severance pay, or payments under a buy-out agreement.

Name and Address of Income Source	Description of Income (e.g., pension, deferred, etc.)
_____	_____
_____	_____
_____	_____

5. Relatives in Authority or St. Lawrence County Service. List each relative who is an officer or employee of the Authority or St. Lawrence County, whether paid or unpaid, including relative's name, relationship to you, title and department. Relative is defined as "spouse, domestic partner, child, stepchild, grandchild, brother, sister, parent, stepparent, plus any person you claimed as a dependent on your latest income tax return, and that dependent's spouse or domestic partner."

Family Member Name	Relationship to You	Title	Department
<i>e.g. Alex Jones</i>	<i>Sister's husband</i>	<i>Code Enf.</i>	<i>Buildings & Grounds</i>

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

6. Spouse or Domestic Partner's Employment or Business. List the information for your spouse or domestic partner.

Employer/Business Name	Nature of Business	Type of Business	Relationship to Business
<i>e.g. TechIM</i>	<i>Computer</i>	<i>Corporation</i>	<i>President/Shareholder</i>
<i>e.g. Monument</i>	<i>Realty</i>	<i>Real Estate</i>	<i>Partnership/Employee</i>

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

7. Business Relationships with St. Lawrence County. To the best of your knowledge, list any office, trusteeship, directorship, partnership, or other position in any business, association, proprietorship, or not-for-profit organization held by you or by your spouse or domestic partner or by your children, if any such entities are doing business with the County.

Name of Family Member	Position	Organization	Nature of Involvement
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

8. Money You Owe. List any debts of \$10,000 or more that you owe to an officer or employee of the Authority or St. Lawrence County, or anyone that does business with the Authority or St. Lawrence County. Do not list debts that you owe to banking companies that have an official banking relationship with the Authority or St. Lawrence County. *Continued on next page...*

**ANNUAL STATEMENT OF FINANCIAL DISCLOSURE
County of St. Lawrence: For Year 2019**

Creditor	Type of Obligation
<i>e.g. Legislator E. Nuff</i>	<i>Promissory Note</i>

9. Money Owed to You. List any debts of \$10,000 or more that an officer or employee of the Authority or St. Lawrence County, or anyone that does business with the Authority or St. Lawrence County, owes to you.

Creditor	Type of Obligation
<i>e.g. XYZ Contractors</i>	<i>Bridge Loan</i>

10. Potential Conflicts of Interest. List and identify your potential conflicts of interest, if any. You may seek the advice of the Board of Ethics.

e.g. "I serve as President of the Adirondack Trail Riders Association."

For Board Members and Officers:

- 11. Pursuant to section 2824 of the Public Authority Law, I have completed the Public Authorities Board Member training regarding my legal, fiduciary, financial and ethical responsibilities as board members of the Authorities. Yes No
- 12. I have completed the St. Lawrence County Ethics Training. Yes No
- 13. Pursuant to Public Authority Law Section 2824, I have executed and caused to be filed with the authorities acknowledgments of my fiduciary obligation to perform my duties and responsibilities to the best of my ability, in good faith, and with proper diligence and care, consistent with the enabling statute, mission and bylaws of the Authority and the laws of New York State. Yes No
- 14. I have read and understand the St. Lawrence County Ethics Law. Yes No

For Board Members, Officers and Employees:

- 15. I have read and understand the Authorities' Code of Ethics. Yes No

Signature

Date

St. Lawrence County Industrial Development Agency

Mission Statement

(Reviewed and Reaffirmed in Public Session on March 26, 2019)

The mission of the St. Lawrence County Industrial Development Agency (“IDA”) is to promote, encourage, attract and develop job opportunities and economically sound commerce and industry in St. Lawrence County. To accomplish its mission, the IDA constructs and owns industrial sites and buildings, administers loan packaging and industrial revenue bond financing and provides a variety of tax-reduction incentives.

Performance Goals

- *To create new employment opportunities for St. Lawrence County citizens through the attraction of or the creation of new businesses*
- *To create new employment opportunities for St. Lawrence County citizens through the expansion of existing businesses*
- *To retain existing employment opportunities*
- *To leverage the greatest level of private investment in St. Lawrence County businesses*
- *To educate County businesses, elected officials and community representatives regarding available economic development resources*
- *Act as a liaison with businesses and government to help coordinate economic development services and reduce bureaucracy*
- *Work cooperatively with area economic development agencies to market County assets and economic development resources to potential new or expanding businesses*
- *Ensure a transparent and accountable operation with responsibly-managed Agency assets*

2019 Performance Review (January 2019 – December 2019)

- *Staff made approximately 2,000 contacts with over 450 existing and prospective firms and organizations. This includes site visits to business customer locations as well as our general business outreach and marketing efforts.*
- *From The Heart Cabinetry, a tenant in the IDA’s Potsdam Commerce Park Building, has entered into a lease-purchase agreement with the IDA to acquire the building. The Company has undertaken nearly \$100,000 in buildouts to accommodate its need for additional manufacturing and office space. An award from the New York Power Authority’s Northern New York Economic Development Fund in the amount of \$95,000 will assist with the building acquisition and renovations. After a public hearing was held in February, the IDA approved a PILOT agreement for the project. The project will create additional jobs in the area and will also help move the property onto the tax rolls. From the Heart Cabinetry currently employs 5 people and is planning to add another 5 as a result of the project.*

- *Following the public hearing held in April, the IDA approved a sales tax exemption and PILOT for the construction of an addition consisting of a 16,000 square foot Annealing/Mason Shop at the Corning, Inc. Canton Plant. This project is the second phase of a project started in 2018. The project will enable Corning to add increased forming capacity at the local plant, resulting in greater production volumes and capabilities.*

The project will assist in the retention of approximately 260 jobs at the Canton facility. Over the past five years Corning has added over 75,000 square feet of manufacturing and warehousing space at the local plant through a series of IDA projects.

- *Community Preservation Partners requested financial assistance through the issuance of tax-exempt bond financing for the acquisition and renovation of the Lawrence Avenue Apartment complex in Potsdam. The project consists of the acquisition of approximately 10.5 acres of land in Potsdam with six residential buildings containing 137 affordable multifamily housing units, and the renovation, equipping, and modernization of the buildings and reconstruction of eight apartment units made uninhabitable by fire damage. A public hearing was held regarding the project in April in Potsdam.*

The Company requested the IDA issue up to \$18 million in Multi-Family Housing Revenue bonds for the project. The IDA's annual bond allocation from New York State is approximately \$3.8, so the IDA applied to the State for an additional \$14.2 million in bond volume allocation for the project. The State approved the increase in the bond allocation to award \$14.1 million of additional bond cap to help finance the project. The IRS requires the County to approve the tax-exempt bond issuance, which the County did in August. The final bond amount for the project was \$15,143,000.

The IDA approved a PILOT for AmTech Yarns, a subsidiary of a Canadian company that specializes in the production of nylon fibers/yarn, as part of the company's acquisition of the 20,000 square foot Lot 18 building at 21 Trade Road in the Massena Industrial Park. The Company added a 3,600 square foot addition to the building to accommodate equipment for the operation. The project is expected to create 9 new jobs over three years.

- *As part of an expansion project upgrading its local facilities, Pepsi-Cola Ogdensburg Bottlers, Inc. (Pepsi Ogdensburg) is acquiring two new pieces of equipment, a baler and a perforator and adding chilled warehousing space. The baler will help assist the company's bottle and can recycling operation, while the perforator machine will perforate the bottles and enable the baler to maximize its bale weight.*

The project will enable greater efficiencies within the Company's recycling division, provide an improved work environment, maintain and expand employment, and will enable the Company to move into a new product arena (chilled beverage delivery). The IDA assisted through a sales tax exemption on material purchases for the expansion. Pepsi-Cola Ogdensburg Bottlers, Inc. plans to retain 44 jobs and create at least 1 new job over three years as a result of the project.

- *Quarry Potsdam, LLC was formed by the Vecino Group, a property development company based in Springfield, Missouri, for the purpose of acquiring a leasehold interest in Old Snell Hall from Clarkson University. Old Snell Hall, located on Clarkson's downtown campus, is largely vacant and has been for many years. Within Old Snell currently, Clarkson University*

has a few offices and St Lawrence Arts utilizes limited space, while the remainder of the building is vacant.

Quarry Potsdam plans to renovate, rehabilitate, and redevelop the property into a mixed-use facility with 59 affordable housing units, as well as a space that is proposed to be leased to Clarkson University and the St. Lawrence County Arts Council. The Vecino Group submitted a PILOT application to the IDA for the proposed 2020 project.

- *An application was completed by IDA staff to request funding assistance through the Consolidated Funding Application process for a strategic planning and feasibility study for the Arconic property in Massena. The IDA, in partnership with Arconic, would like to create a master plan to develop Arconic's excess properties. The goal is to create a comprehensive, cohesive view for developing the 2,500 acres as a mixed use industrial, technology, commercial and agri-business campus. The feasibility study of the Arconic property in Massena would provide the information and data needed to develop the sites for future growth and expansion. The project was awarded \$90,000 from the State in December.*
- *In early 2019, the Empire State Mines facility in Balmat facility reached a peak of nearly 200 workers. However, the company underwent a restructuring of their operations and reduced their workforce to a total of 87 workers. As part of the IDA orientation process for new County Legislators, a tour was held on April 26th at the mine. During the tour, the Company mentioned they anticipate spending approximately \$2 million on exploration this year. Even with the lower workforce numbers, the facility is still a major employer and contributor to the local economy and the IDA continues to stay in contact with the facility's management team. By the end of the year, the facility employed over 100 workers.*
- *North American Forest Group, Inc. ("NAFG"), an affiliated company of Curran Renewable Energy and Seaway Timber Harvesting, is moving forward with plans to update the former ACCO Manufacturing Facility in the Town of Oswegatchie. This 144,000 square foot facility had been vacant since ACCO consolidated their operations into their distribution center five years ago. The IDA has assisted with various financing packages for the \$2,000,000 project from a number of local and regional funding sources.*

Earlier in the year, the IDA applied to the Northern Border Regional Council requesting \$800,000 to assist in the acquisition of \$1.2 million in equipment for NAFG's new Ogdensburg Facility. In a response from the NBRC, the grant was approved for \$535,000. The grant is specifically designed for the forest industry and will help NAFG accelerate plans for the start-up and functionality of the sawmill operation. The IDA will continue to work with the company to fill any remaining financing gaps in the project. The project is expected to create 20 jobs over the next 3 years.

- *Fockler Industries extended its lease in the Lot 19 Building in the Massena Industrial Park for an additional 3 years. The Lot 18 and 19 Buildings in the Massena Park acquired with funds from the River Valley Redevelopment Agency, are now at 3/4 capacity. This represents approximately 30,000 square feet of space of formerly vacant buildings being returned to the tax roll through the course of IDA PILOT agreements on the occupied space in each facility.*
- *Discussions regarding location and funding opportunities continue with St Lawrence Soyway. The Company proposes to construct and operate an 822 ton/day mechanical*

soybean crush plant. The plan will produce premium price dairy feed (High Bypass Protein Soybean Meal and Feed Grade Oil). These products are targeted to dairy, poultry, turkey and hog nutrition in New York, New England, Southeastern Ontario & Quebec and international export.

- *Phase 2 of the former J&L site rehabilitation project is now complete. This phase of the project included the removal of hazardous material and demolition of the buildings closest to Route 3. As a result, much of the landscape has changed and progress is being made on repurposing the property for future redevelopment*
- *In September, an announcement was made that the New York Power Authority will award a power allocation for a proposed greenhouse operation on property owned by Arconic in Massena. IDA staff has been working closely with Confluent Energies, Inc., the project developer to secure a location and provide incentives for the start-up operation.*
- *The IDA is furthering its efforts to work in partnership with the Workforce Development Institute (“WDI”) to address workforce challenges and opportunities. Numerous projects around the County received assistance from the WDI, including two projects in food safety training for North Country Dairy, region-wide training upgrades for IBEW 910, Global Supply Chain Management training for Kingston Pharma, safety training for Losurdo Foods, two projects for skilled trades training at Arconic, multiple projects for training and equipment at LC Drives and OSHA 10 construction class to prepare workers for the Ogdensburg Waste Water Treatment plant project.*
- *Starting in June 2018 the IDA, working with the Workforce Development Institute (“WDI”), the St. Lawrence County Workforce Development Board, NYPA, BOCES, and SUNY Canton hosted a series of meetings with County companies that focused on the difficulties they were experiencing in securing truck drivers who hold Commercial Drivers’ Licenses. The companies made it clear that one of their major needs was a local training program to prepare individuals to take and pass the CLD-A drivers’ tests. One of the reasons that so few qualified drivers are available in the County is that the training options currently available, all located outside the County, are both inconvenient and expensive.*

To create a CDL training program in the County, at least four things had to happen: (1) an organizational “home” for the program had to be selected; (2) a qualified instructor had to be secured; (3) a curriculum had to be developed; and (4) a tractor and a trailer for behind the wheel training had to be secured.

SUNY Canton has agreed to house the program through its CREST Center. The College has hired a qualified and experienced trainer to do both the classroom and behind-the-wheel training. With the help of a WDI grant, the instructor developed a curriculum for the program. In addition, Pepsi Ogdensburg had agreed to donate a trailer to the program. Once the truck was secured from Route 11 Trucking a class schedule was initiated and the first training class began on October 1st. The next class will be ready to start in January 2020.

- *A Center for Entrepreneurial Leadership (“CEL”) program was formed in St. Lawrence County, sponsored by SUNY Canton, with assistance provided by the SLCIDA. The program is an offshoot from the program that has been in place at the University of Buffalo for over*

30 years. It is designed for entrepreneurs to overcome business challenges, create new opportunities and develop meaningful connections within the local business community. The first session began in October with ten (10) registrants and runs weekly in the SLCIDA conference room until the anticipated April 2020 commencement date. This is part of the Comprehensive Economic Development Strategy's goal to better connect the businesses of the County and to provide enhanced startup and expansion services.

- *The Village of Potsdam was awarded a \$10 Million Downtown Revitalization Initiative award in October by Lt. Governor Kathy Hochul, Chair of the Regional Economic Development Councils. The local planning committee has asked the IDA to serve in an advisory capacity for the Potsdam DRI project planning and implementation discussions.*
- *The IDA received approval from the Development Authority of the North Country for a \$750,000 loan to ensure sufficient funds would be available to manage the expenditures involving the upfront costs of the second phase of the J&L Demolition and Rehabilitation Project. The IDA also received a check in the amount of \$211,000 from the National Grid Brownfield grants program as reimbursement for the latest phase of the project. This phase of the project, which is substantially complete, includes the removal of hazardous material and demolition of the buildings closest to Route 3. As a result, much of the landscape has changed and progress is being made on repurposing the property for future redevelopment.*
- *The IDA is working with the City of Ogdensburg to rehabilitate the former Newell Manufacturing Building on Paterson Street in Ogdensburg. Continental Construction, headquartered in Gouverneur, has started rehabilitation of the former 64,000 square foot building. The initial phase of this project, costing approximately \$1.5 million, includes asbestos abatement, parapet repairs, roof replacement, and new windows and façade work.*

The renovations for the roof and building shell are near completion. The IDA is providing the upfront costs that will be reimbursed through a \$1 million Restore NY grant to the City of Ogdensburg and a \$300,000 commitment from National Grid. When the project is finished, the building will be turned over to the IDA to be developed for lease or sale.

- *Liberty Utilities recently acquired the assets of St. Lawrence Gas Company. In doing so, the company requested that the PILOT agreement for the St. Lawrence Gas Company project be transferred into Liberty Utilities' name. As there are no changes that will affect the terms in the PILOT agreement, the IDA approved the transfer.*
- *As part of another company acquisition, Kingston Pharma has transferred ownership to Seaway Pharma, and a request has been made to also transfer the existing loan and lease agreements into the new company's name. The new Seaway Pharma ownership group maintains that operations in Massena will remain unchanged. The IDA has a long history working with Kingston and will continue to work with Seaway Pharma.*
- *Following the announcement that was made by ACCO to close their manufacturing division in Ogdensburg, a meeting was held with ACCO that was attended by Senator Ritchie, Assemblyman Walczyk, the IDA, Empire State Development and the Ogdensburg Bridge and Port Authority. Though the company did not change its decision to move manufacturing from Ogdensburg, its distribution operations will remain. The IDA and its partners will*

continue to work with ACCO to seek out opportunities for future employment growth in Ogdensburg.

- *Numerous inquiries related to potential solar power projects around the county have led to discussions with several municipalities concerning solar power PILOT requests. Each request is being handled on a case by case basis with each of the respective municipalities. The range of projects being proposed runs from smaller, community-based solar installations in the 5MW range all the way up to large, utility-scale projects of over 100 MW.*
- *In 2017, A new Comprehensive Economic Development Strategy (“CEDS”) for the County was developed by the IDA with input and participation from several local development partners. Currently, staff is working on updating the plan, as required every three years by the US Department of Commerce Economic Development Administration. A draft copy of the revised version of the CEDS is expected to be available for review this Spring.*
- *To further enhance the marketing efforts of the IDA, we have partnered with the North Country Procurement Technical Assistance Center (“PTAC”), a federal program that works to expand the number of large and small businesses capable of participating in the government marketplace on the federal, state and local level. This program is a resource that connects businesses with opportunities through a Bid-Match service, conducts one-on-one counseling, assists with registrations, certifications and market research, facilitates connections, and offers networking and targeted training events. PTAC assistance is available free of charge to all businesses.*

Currently, North Country PTAC serves 76 St. Lawrence County businesses, 5 are new to the program since August 2019. 14 of the 71 businesses participate in the Bid-Match service and \$7.6M in government contracts and subcontracts were secured in 2019 by PTAC’s St. Lawrence County client base.

- *An announcement by the Governor in February that he would close three of the State’s correctional facilities prompted the IDA to take proactive measures to pass a resolution in support of the continued operation of the three State correctional facilities in St. Lawrence County. Representatives from the IDA, the County, and both the Gouverneur and Ogdensburg areas met to coordinate support activities to advocate for the facilities and to prepare in case one of the local facilities was selected for closure. Fortunately, none of the local facilities in the County were placed on the closure list in 2019, but the issue will remain a threat to the facilities in 2020.*
- *After several conversations with the communities along the river which have been affected by the high water levels in relation to the Lake Ontario Resiliency and Economic Development Initiative (“REDI”), staff asked local community officials to submit any potential projects or infrastructure investment ideas to the SLC Planning Office to be forwarded to the State for vetting. Businesses were also encouraged to submit their ideas for waterfront development and sustainability to their town supervisors to be included in the requests for funding. The Planning Office then forwarded the list of ideas and projects to the consultant the State had engaged to tailor the State’s funds so they can be used to assist with the high-water issues now and to prepare for future issues.*

The State announced it is administering a fund for business resilience improvements along the St. Lawrence River that will require a 5% local match from municipalities. The IDA will assist those businesses that wish to take advantage of the program which is designed to help improve the resiliency of waterfront properties in light of the expected continued high-water levels, and to assist with economic development and continued growth in the area.

- *In March, a manufacturing roundtable was held at ACCO in Ogdensburg, moderated by the IDA. Several manufacturing companies, including Hoosier Magnetics, ACCO Brands, Curran Renewable Energy, Potsdam Specialty Paper, Med-Eng, and Arconic participated, as did IDA Board Members Mr. Blevins and Mr. Reagen.*
- *A new law that went into effect last year requires every employer in New York State to adopt a sexual harassment prevention policy. The IDA hosted a sexual harassment training seminar at its facility in January that was open to all employers in the County. The session was administered by the SLC Chamber and conducted by Northern Insuring Agency Inc.*
- *IDA Building Occupancy continues to grow, with the following companies currently leasing or acquiring space in IDA developed or owned properties:*
 - *Potsdam Commerce Park: From the Heart Cabinetry and APC Paper.*
 - *Massena Industrial Park: Fockler Industries, Op-Tech (NRC), New York Power Tools, Curran Renewable Energy, and AmTech Yarns*
 - *Canton Industrial Building: Parker Maple’s lease terminated the end of December*
- *The Northern New York Power Proceeds Allocation Board (“NNYPPAB”) continues to make funding recommendations to the New York Power Authority for projects that demonstrate clear economic development benefits to St. Lawrence County. The Northern New York Power Proceeds Act, which Governor Andrew M. Cuomo signed into law in December 2014, authorizes NYPA to deposit the net earnings from the sale of a block of 20 megawatts of unallocated electricity from the Power Authority’s St. Lawrence-Franklin D. Roosevelt Power Project for this program.*

The NNYPPAB is comprised of the following members appointed by Governor Cuomo: Chairman Patrick Kelly, CEO of the St. Lawrence County Industrial Development Agency; Ian Maxwell, Technical Sales Representative with DeFelsko Corporation, Ogdensburg; Robert McNeil, McNeil Accounting Services, Lisbon; Theresa Phalon, President and CEO of North Country Savings Bank, Canton; and Roger Sharlow, Principal of RJS Consulting, Waddington.

As of December 2019, Power Proceeds’ deposits exceeded \$5 million, with awards of \$1.8 million, leaving \$3.3 million currently available for qualifying projects. Projects receiving awards – supporting 234 jobs and \$14-million investments – through the end of 2019 included:

- *Canexsys* \$200,000
- *Clarkson University* \$ 60,000
- *North Country Children’s Museum* \$140,000
- *Empire State Mines* \$330,000
- *Kingston Pharma, LLC* \$200,000

- *AmTech Yarns, Inc.* \$370,000
 - *SLC Chamber of Commerce* \$220,305
 - *Queenaire Technologies, Inc.* \$ 59,600
 - *Criscitello & Criscitello, LP* \$ 95,000
 - *Structural Wood Corporation* \$169,112
- *IDA staff has been appointed to serve as a member of the Tradeable Sectors Workgroup, a subcommittee formed through the North Country Regional Economic Development Council.*
 - *At the IDA's Annual Meeting, the following officers were elected to a one-year term: Brian W. Staples (Chair); Ernest J. LaBaff (Vice-Chair); Lynn Blevins (Secretary), Patrick J. Kelly (CEO) and Kimberly A. Gilbert (CFO). The firm of Silver and Collins was reappointed as General Counsel.*
 - *Board members approved the 2018 Independent Audit reports in March of 2019. The reports showed no findings. Legislators have been provided the reports electronically. In addition, the reports are available on our website at www.SLCIDA.com.*
 - *As part of our Public Authority Law compliance program, annual policy reviews are conducted by the IDA and its affiliated organizations which include Conflicts of Interest, Procurement, Investment and Assessment of Internal Controls, Property Disposition, Investment of Funds, Whistleblower, Code of Ethics, Defense & Indemnification, and Compensation, Reimbursement & Attendance policies were reviewed. Performance documents for 2018 were also reviewed.*
 - *Appointments/Reappointments: Andrew McMahon was reappointed in September to a three-year term on the IDA board by the St. Lawrence County Board of Legislators.*
 - *The St. Lawrence County Board of Legislators approved a four-year agreement that will allow the IDA to continue to receive funding for economic development services provided to the County.*
 - *The IDA also continued aggressive marketing efforts to better inform local businesses of our resources, to attract outside businesses to St. Lawrence County, and seek-out alumni and former residents of the area who manage businesses outside the area to bring their businesses to the County. Some of those efforts include:*
 - *Expand to the US Workshop, held in May at the Dobisky Center in Ogdensburg, saw 30 people from 20 different companies attending the day-long event. In partnership with the Ogdensburg Bridge and Port Authority and the US Embassy in Canada, the IDA hosted the business information and recruitment sessions for Canadian companies interested in expanding their business into the U.S. Staff have been in contact with each of the businesses as part of our follow up efforts for the event. In many cases, staff have visited their facilities in Canada and/or provided tours/ meetings in St. Lawrence County, as a way of familiarizing them with the County's available resources.*
 - *Follow up with potential leads and participating in prospective company site visits generated by OCO Global as the New York Power Authority's funded "global search" campaign is wrapping up.*

- *An agreement was signed with NYPA to enhance the value of the IDA's website through a more modern platform. The new site will better assist the IDA to market to the outside world with technology that is state-of-the-art. A film crew was in the County in September taking photos and conducting interviews with a select group of businesses that will be featured in the videos on the new site. The new site is targeted for launch in mid-2020.*
- *Sponsorship, coordination and/or attendance at trade shows/events, including: Select USA Canada Manufacturing Forum -Toronto, Canadian Association of Defense and Security Industries Show ("CANSEC") - Ottawa and Advanced Design and Manufacturing Expo -Toronto. Canadian Manufacturing Technology Show ("CMTS") in Mississauga, Ontario and Electronics Products & Technology Show ("EpTech") in Ottawa. Local and regional events included Adirondack Day in Albany, Women's Business Bootcamp at the SUNY Canton's Small Business Development Center, Business Expo at the St. Lawrence Centre Mall, Adirondack Park Local Government Conference in Lake Placid, North Country Symposium at St. Lawrence University, and Placemaking Summit in Clayton.*
- *The creation and utilization of advertising and media promotion pieces, including placements in North Country This Week and Northern New York Newspapers.*
- *The IDA took part in an internet streaming advertisement series during the Clarkson University hockey games. Ads were also posted on the Northern New York Newspapers websites and North Country Now to attract businesses from outside the area to St. Lawrence County. This is part of an effort to attract alumni living outside the County to come back here and expand their businesses into St. Lawrence County. Additionally, a brochure highlighting incentives for startup or business expansion was distributed to SUNY Canton alumni in June as part of the Alumni weekend informational packet.*
- *Continuing to outreach Canadian businesses in Ontario and Quebec to generate interest and possible expansion into St. Lawrence County through direct calls, trade shows, events, and advertising.*
- *Targeted placement of advertisements, including a continuation of the digital marketing campaign with Northern New York Newspapers to allow for a broader range of advertising throughout Canada.*
- *Maintaining memberships in Canadian trade organizations to facilitate access to events and to maintain key contacts with Canadian companies and multiplier organizations.*



St. Lawrence County Industrial Development Agency

Additional Questions

1. Have the board members acknowledged that they have read and understood the mission of the public authority?

ANS: Yes – the Board members reviewed and approved (by formal resolution) the mission statement and performance measures of the board.

2. Who has the power to appoint the management of the public authority?

ANS: Management is appointed by the board members of the authority.

3. If the Board appoints management, do you have a policy you follow when appointing the management of the public authority?

ANS: The Board of the St. Lawrence County Industrial Development Agency appoints its Chief Executive Officer and Chief Financial Officer. The Chief Executive Officer appoints management and staff.

4. Briefly describe the role of the Board and the role of management in the implementation of the mission.

ANS: The Board, with assistance of management, works to develop the authority's mission, and evaluate the authority's goals and performance.

Management ensures that the Board's mission and goals are carried out in a manner which achieves the intended public purpose - a process involving program evaluation, reporting, feedback and recommendation.

5. Has the Board acknowledged that they have read and understood the responses to each of these questions?

ANS: The Board acknowledges its understanding of this document by formally approving the document in public session.